



# Public Utility Financial Examiner II

## Open - Continuous Examination

**CPUC**

**California Public Utilities Commission**

**Exam #:** 5UC1101

**Class Code:** 4508

**Min. Salary:** \$3826/mth

**Max Salary:** \$4885/mth

AN EQUAL OPPORTUNITY EMPLOYER-EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVICE.

### **HOW TO APPLY**

You may access the online application at: <http://www.cpuc.ca.gov/PUC/jobs/>

If you have a disability and need special testing arrangements, mark the appropriate box on question 2 of the "Examination and/or Employment Application." We will contact you to make specific arrangements that are convenient for you in advance of the examination.

### **WHEN MAY APPLICATIONS BE FILED**

The testing office accepts applications continuously and will notify and test applicants as needed. Do not submit your application to the State Personnel Board.

### **THE POSITION – General Description**

Under general direction, a Financial Examiner II conducts examinations of the accounts and records of small public utilities to determine their financial status and the propriety of accounting; provides data regarding the financial condition, compliance with Commission orders and results of operations for use before the Public Utilities Commission; assists in the examinations of large utilities; and does other job-related work as required.

### **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION - MINIMUM QUALIFICATIONS**

**All applicants must meet the education and/or experience requirements for this examination by the final filing date established by the testing office.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time in Pattern I, and additional experience amounting to 50% of the required time in Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

#### **Either I**

One year of experience in the California state service performing professional accounting or auditing duties of a class with a level of responsibility not less than that of Accountant Trainee or Auditor I. (Applicants meeting the educational requirements who have completed six months of service performing professional accounting or auditing duties of a class with a level of responsibility no less than that of Accountant Trainee or Auditor I will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be considered eligible for appointment.)

#### **Or II**

One year of experience in the California state service performing the duties of an Accountant I.

#### **Or III**

Two years of increasingly responsible professional accounting or auditing experience; **and**

Education: Either

1. Equivalent to graduation from college, with specialization in accounting; or
2. Completion of either:
  - a) A prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law; or
  - b) The equivalent to sixteen semester hours of professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

### **EXAMINATION INFORMATION**

This examination will consist of an oral interview (weighted 60% of your total score) and a written exercise (weighted 40% of your total score). In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the examination process. Candidates who do not appear for any part of their scheduled examination will be withdrawn from the examination process.

### **QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 60%**

The interview may include the following:

#### **A. Knowledge of:**

1. Generally Accepted Accounting Principles.
2. Generally Accepted Auditing Standards.
3. Specialized financial examining practices and procedures as used in public utility financial examining. (Consolidation Accounting for Affiliate transactions.)
4. The allocation of fixed charges to fixed capital and operating accounts in public utility accounting.
5. The financial organization and practices of public utilities.
6. Applying provisions of the law governing public utilities in California related legal opinions and court decisions, and orders of the Public Utilities Commission applicable to financial practices of public utilities.
7. The regulatory authority of the Public Utilities Commission.
8. General knowledge of corporate finance, cost of capital and risk and return. (FE III only)

#### **B. Ability to:**

1. Apply Generally Accepted Accounting Principles.
2. Perform financial examinations in conformance with Generally Accepted Auditing Standards.
3. Apply specialized financial examining practices and procedures used in public utility financial examining. (Perform agreed upon special procedure audits in conformance with generally accepted auditing standards.)
4. Apply provisions of the law governing public utilities in California; related legal opinions and court decisions, and orders of the Public Utilities Commission applicable to financial practices of public utilities.
5. Perform financial examinations of accounts and records of public utilities subject to State regulation.
6. Gather, organize and summarize financial data.
7. Complete projects and assignments on schedule and within an established budget.
8. Analyze data, draw sound conclusions and make appropriate recommendations.
9. Analyze situations accurately and to adopt an effective course of action.
10. Establish and maintain cooperative relations with those contacted in the work.
11. Communicate effectively.

### **WRITTEN EXERCISE – WEIGHTED 40%**

#### **A. Knowledge of:**

1. Generally Accepted Accounting Principles.
2. Generally Accepted Auditing Standards.
3. Provisions of the law governing public utilities in California related legal opinions and court decisions, and orders of the Public Utilities Commission applicable to financial practices of public utilities.
4. The financial organization and practices of public utilities.
5. Basic data analysis techniques to draw appropriate conclusions and make decisions from data sets for the completion of work assignments

#### **B. Ability to:**

1. Prepare clear, complete and concise reports.
2. Apply Generally Accepted Accounting Principles.
3. Perform financial examinations in conformance with Generally Accepted Auditing Standards.
4. Analyze data, perform research work to locate and identify problems, and to propose solutions to address those problems.
5. Objectively identify all facts and implications related to a situation in order to draw conclusions and determine a course of action.
6. Complete projects and assignments on schedule and within an established budget.
7. Read and summarize in technical information into easy to understand terms.
8. Communicate in written form effectively.

### **ELIGIBLE LIST INFORMATION**

A departmental eligible list will be established for the Commission. Names of successful candidates will be merged onto the list in order of final scores, regardless of date. **A candidate may only test once in a 12 month period.** Eligibility expires 12 months after it is established; candidates may then retest to reestablish eligibility.

**Veterans' preference credit** will not be granted in this examination since it does not qualify as an entrance examination.

### **GENERAL INFORMATION**

**Applications** are available at the State Personnel Board office, local offices of the Employment Development Department, and in Human Resources of the California Public Utilities Commission.

**If meeting the requirements** stated above, you may take this competitive examination. Possession of the entrance requirements does not ensure a place on the eligible list. All candidates passing the examination will be ranked according to scores.

**The California Public Utilities Commission** reserves the right to revise the examination plan to better meet the needs and service of the Commission. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** Examinations are typically scheduled in San Francisco. However, there are instances when examinations are given in such places in California as the number of candidates and conditions warrant.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on this bulletin, the panel may consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the candidate's experience. Evaluation of a candidate's personal development will include consideration of own training needs; plans for self-development; and the progress the candidate has made towards self-development.

**Veterans Preference:** California law limits granting of veterans preference credits to open entrance examinations.